



## Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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### **DRAFT MINUTES FOR TELECONFERENCE MEETING OF THE EXECUTIVE DIRECTOR (ED) SEARCH COMMITTEE Held at 5:30 p.m. on Monday, October 15, 2007 9545 E. Doubletree Ranch Road • Scottsdale, Arizona**

#### ***Committee Members***

William R. Martin, III, M.D., Chairman  
Ram R. Krishna, M.D.  
Douglas D. Lee, M.D.  
Todd A. Lefkowitz, M.D.  
Dona Pardo, Ph.D., R.N.  
Joan Reynolds, M.M.S., P.A.-C

#### **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

#### **ROLL CALL**

The following Committee Members were present: Dr. Krishna, Dr. Lee, Dr. Lefkowitz, Dr. Martin, Dr. Pardo, and Ms. Reynolds.

#### **CALL TO PUBLIC**

There was no one present to speak during the call to public.

**MOTION: Dr. Martin moved to go into executive session.**

**SECONDED: Dr. Lee**

**Vote: 6-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.**

**MOTION PASSED.**

The Board went into Executive Session for a personnel matter, to review confidential documents and for legal advice at 5:34 p.m.

The Board returned to Open Session at 6:35 p.m.

No deliberations or discussions were made during Executive Session.

#### **Review of Resumes for Executive Director (ED) Position and Selection of Prospects for Initial Interview**

Dr. Martin reminded the Subcommittee that the Department of Administration could conduct a telephone pre-screen of prospects to inform them of the actual salary range for the position based on the Board's budget.

**MOTION: Dr. Krishna moved to have the Department of Administration conduct a telephone pre-screen of nine prospects to inform them of the actual salary range for the position to determine if any prospects are no longer interested with a reduced salary range.**

**SECONDED: PA Reynolds**

**Vote: 6-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.**

**MOTION PASSED.**

#### **Development of Interview Questions**

Dr. Martin informed the Subcommittee that he and Ms. Cassetta would edit the questions and he would determine which questions would be asked at each interview and then distribute the questions to the Subcommittee members at the meeting where prospects would be interviewed. The Subcommittee would be able to make any edits to the questions at that time.

**MOTION: Dr. Lefkowitz moved to use the questions developed by the Subcommittee and to proceed as outlined by Dr. Martin.**

**Seconded: Dr. Pardo**

**Vote: 6-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.**

**MOTION PASSED.**

#### **Update and Discussion of Interview and Selection Process**

The Subcommittee discussed whether to try to conduct interviews at or before the December Medical Board Meeting scheduled for Thursday and Friday December 13 and 14. The Subcommittee believed it best to attempt to conduct the first round of interviews on Wednesday, December 12 and the final round before the full Board on Saturday, December 15. Dr. Martin also suggested asking Ms. McGrane to contact Board Members to see if there was an earlier Saturday where the full Board could meet to conduct the interviews, but with upcoming holidays and the short notice, he did not anticipate this being possible.

The meeting adjourned at 6:50 p.m.

